

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Administrative Technician

BAND	GRADE	
NE	615	
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> Varies	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for performing a wide variety of intermediate level administrative support activities. Duties may include: scheduling meetings and hearings; composing and typing correspondence; preparing travel requests and arrangements; entering data into specialized systems; using specialized record systems; performing inventory; serving customers; preparing and maintaining records, files, documents and calendars; distributing meeting materials; issuing permits; posting legal notices; assigning account numbers and codes to forms; coordinating training schedules; and, providing departmental information to employees and customers.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Administrative Technician is the first level of a four level administrative support series. The Administrative Technician is distinguished from the Administrative Specialist in that the Specialist serves as a lead or uses specialized computer applications. The Administrative support series is distinguished from the Management support series in that the Administrative support series provides clerical and administrative support for departments and does not require a Bachelor's degree.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Composes and types a variety of correspondence, reports and other documents such as letters, memos, permits, facility use reports, balance sheets, accounting reports, minutes and agendas. Transcribes minutes.	Daily	

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2.	Processes a variety of applications, permits, documents and forms such as warrants, subpoenas, summons, restraining orders, citations, bicycle registrations, record inquiries, driveway permits, utility permits, claims, invoices, purchase orders, work orders, payroll sheets, checks, NSF checks, tickets, occupant certificates, liquor license applications, land use applications and/or a variety of other forms. Checks for accuracy, completeness and timeliness and assigns appropriate numbers or codes to forms and documents.	Daily	
3.	Accesses, performs data entry and maintains specialized computerized databases to obtain, verify and update information such as police reports, warrants, subpoenas, statistics, purchase orders, tenant accounts, billing information, payments, journal entries and vehicle repair work.	Daily	
4.	Maintains filing systems by organizing, filing and pulling files. Copies records and reports as needed.	Daily	
5.	Accepts and receipts monies such as fines and fees; maintains and balances cash drawers.	Varies	
6.	Answers routine questions regarding area of assignment; resolves routine problems.	Daily	
7.	Schedules meetings, hearings, inspections, training classes and maintains calendars; distributes meeting materials. Prepares and coordinates travel accommodations.	Daily	
8.	Performs matron duties such as searching female prisoners.	Varies	
9.	Takes reports not requiring follow-up and answers the silent witness line.	Varies	

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10.	Inventories and orders materials and supplies for the department or office.	Weekly	
11.	Obtains quotes and compiles and tracks bid information.	Varies	
12.	Posts public notices and information on press boards.	Monthly	
13.	Performs other duties of a similar nature or level.	As Required	

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Office practices;
- Basic filing systems;
- Business English;
- Basic accounting principles;
- Telephone etiquette.

#### **Skills** (position requirements at entry):

Skill in:

- Maintaining file systems;
- Performing data entry;
- Typing routine correspondence and form letters;
- Reviewing own work for accuracy;
- Scheduling meetings, hearings and classes;
- Making travel arrangements;
- Inventorying and ordering supplies;
- Answering phones;
- Processing applications, forms and other documents;
- Using office equipment such as phones, copiers and fax machines;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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**Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and one year of office experience including computer experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

Positions may require:

- Arizona Criminal Justice Information System (ACJIS) Certification.

**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, sitting, mobility, reaching, standing, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (clm )

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